



For the future of every student

CLASS TITLE: ADMINISTRATIVE SPECIALIST

BASIC FUNCTION:

Under general direction of a Director/Administrator, perform a variety of complex, responsible and specialized administrative and clerical duties as related to the functions and operations of an assigned department or division unit. Plan, coordinate and organize activities and flow of communications, correspondence and information for the administrator and department.

DISTINGUISHING CHARACTERISTICS:

The positions allocated to this class exercise a considerable degree of initiative, tact and mature judgment in the performance of a variety of administrative and clerical duties in support of a Director/Administrator. The incumbent must possess the experience and diplomacy necessary to interact with the public and all levels of district staff. Duties are performed under minimal supervision and require a comprehensive knowledge of District, division and/or department policies and procedures. Positions in this class are distinguished from the next lower clerical support class, Senior Office Assistant, by the performance of duties requiring a greater working knowledge of the technical subject matter and functions of the department, and work independently in the absence of the administrator. Work is usually varied in nature and requires the incumbent to secure more information than is given with the assignment, and involves selection and application of technical or legal concepts and procedures to solution of a problem. The Senior Administrative Specialist has the expanded responsibility of serving as a lead person for other support staff members of the department, providing work direction, assigning, monitoring and reviewing the work of other staff members and providing input to the evaluating supervisor on the work performance of department support staff.

The Administrative Specialist classifications are determined by such factors as the nature and scope of the functions of the department or division unit, the variety and complexity of the work, accountability and proportion of duties which are administrative versus clerical, and the extent to which the employee serves as a lead person for department support staff. Although there is a direct relationship between the scope of the administrator's responsibility and the possible scope of the Specialist's responsibility, clerical/secretarial positions are not classified solely on the basis of the level of the supervisor. Other factors affecting the scope of responsibility are the presence or absence of other supporting positions that tend to dilute or strengthen the Specialist's responsibilities, and the degree to which clerical and administrative tasks may be delegated due to the nature of the Director/Administrator's function.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of highly skilled secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail; assure smooth and efficient office operations, and proper and timely completion of projects and activities; plan, coordinate and organize office activities; coordinate flow of communications and information for the administrator and department.

Serve as the primary assistant to the Director; provide public relations and communication services; initiate and receive telephone calls; take, retrieve and relay messages as needed; respond to requests, complaints and questions, representing the administrator by phone and written communication; schedule and arrange appointments, conferences, workshops and other events.

Receive visitors, such as administrators, staff, students and the public; provide assistance or direct to appropriate staff; exercise independent judgment in resolving various issues and conflicts; refer difficult issues to the administrator; interpret and provide technical information regarding department operations and related standards, requirements, laws, rules, regulations, policies and procedures.

Research, compile and verify a variety of data and information; compute statistical information for various reports; prepare, process and evaluate a variety of forms, applications and documents; duplicate, assemble, distribute, collect and verify accuracy and completeness of various documents, forms, records and reports.

Serve as a liaison and coordinate department communications between the administrator, other departments and personnel, programs, outside agencies, school sites and others regarding department activities; provide input to the administrator concerning administrative time lines and priorities; assist the administrator with coordinating department projects and activities.

Compose, independently or from oral instructions, note or rough draft, a variety of materials such as inter-office communications, forms, letters, memoranda, announcements, bulletins, agenda items, lists, brochures, fliers, notices, newsletters, contracts, permits, planning documents and other materials; review, revise, edit, format and proofread a variety of documents and information.

Prepare and maintain a variety of narrative and statistical records, logs and reports related to programs, projects, students, personnel, financial activity, budgets, compliance and assigned duties; establish and maintain filing systems; assure mandated reports are completed in accordance with established time lines and requirements.

Input and update a wide variety of data in an assigned computer system; establish and maintain automated files and records; initiate queries, develop spreadsheets and generate a variety of computerized lists, documents and reports; assure accuracy of input and output data; assist in coordinating the development and modification of department databases as required.

Develop, implement and perform special projects and surveys and prepare various forms and reports on behalf of the administrator; attend to administrative details on special matters as assigned; monitor and keep the administrator current concerning progress of office projects and activities.

Coordinate, schedule and attend a variety of meetings as assigned; prepare and send out notices of meetings; compile, assemble and prepare agenda items, reports and other required information and materials for meetings and other events; take, transcribe and distribute minutes as directed.

Monitor inventory levels of office and other designated supplies and equipment; order, receive and maintain appropriate levels of inventory; research and confer with vendors concerning product and pricing information; prepare, process and follow up on purchase orders, invoices and requisitions.

Receive, sort and distribute mail as required; compose replies independently or from oral direction; prepare and distribute informational materials and packets and bulk mailings as assigned; contact others to request documents as needed; prepare and process outgoing mail for distribution.

Maintain appointment, activity and office schedules and calendars for the administrator; assist in coordinating, and reserve and arrange facilities, equipment, services and supplies for meetings, special events and other activities as required.

Perform a variety of clerical accounting duties as required; calculate, prepare and revise accounting data; balance, maintain and update accounts with income and expenditures; process and verify payroll materials and information as required.

Communicate with personnel, various outside agencies, students and the public to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

Provide input concerning the planning and development of designated budgets as assigned; monitor expenditures; assist in assuring expenditures to do not exceed established budget limitations.

Assist in monitoring department programs, services and activities to assure compliance with established requirements as assigned.

Coordinate conference, travel and other reservations and arrangements as necessary; prepare and process conference requests and reimbursements as needed.

Provide oral and written translation between students, teachers, staff, parents and others as assigned by the position; provide written translation and interpretation of correspondence, letters, reports and other materials as required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Terminology, practices and procedures of assigned office.

Organization, operations, policies and objectives of assigned programs, services and activities.

Modern office practices, procedures and equipment.

Record-keeping and filing techniques.

Business letter and report writing, editing and proofreading.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Applicable laws, codes, rules, regulations, policies and procedures.

Data control procedures and data entry operations.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Oral and written communication skills.

Methods of collecting and organizing data and information.

Mathematic calculations.

ABILITY TO:

Perform a variety of highly skilled and complex secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail.

Plan, coordinate and organize office activities and coordinate flow of communications, correspondence and information for the administrator and department.

Assure smooth and efficient office operations.

Compose correspondence and written materials independently or from oral instructions.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Perform a variety of clerical accounting duties in support of assigned activities.
Assist the administrator with coordinating department projects and activities.
Type or input data at an acceptable rate of speed.
Understand and resolve issues, complaints or problems.
Answer telephones and greet the public courteously.
Complete work with many interruptions.
Compile and verify data and prepare reports.
Maintain a variety of records, logs and files.
Utilize a computer to input data, maintain automated records and generate computerized reports.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Work independently with little direction.
Communicate effectively both orally and in writing.
Add, subtract, multiply and divide with speed and accuracy.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school and four years of secretarial or administrative assistant experience involving frequent public contact.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this class may be required to translate oral and written communications between English and a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.

Approved by Personnel Commission: 06/18/2008
Revised: 04/23/2018